January 2, 2019

Matt Chapman

      Re: TPIA Request for December 13, 2018

Dear Sir,

In response to your above-referenced request, which was received by the City of Houston Open Records on December 13, 2018, the custodian of records has determined that complying with your request will result in the imposition of a charge that exceeds $40. Therefore, we are providing you with this cost estimate as required by section 552.2615 of the Texas Government Code. The itemized list of charges is enclosed with this letter.

There is a less expensive way for you to obtain this information. You may narrow or clarify your request. You may view the information in person at our offices. If you choose to view the information in person, please provide me with three dates and times when it will be convenient for you to come. These charges may be reduced if you narrow or clarify the scope of your request.

Please note that this request will be considered automatically withdrawn if you do not respond in writing within ten business days of the date of this letter that you either: 1) accept the charges and agree to pay them, 2) modify your request in response to the cost estimate provided herein, or 3) have sent, or are sending, a complaint regarding the charges to the Texas Attorney General. You may respond to this statement by mail at 611 Walker St. 22nd floor, in person at 611 Walker St. 22nd floor, or hropenrecords@houstontx.gov.

You may send your check payable to the City of Houston to my attention at 611 Walker St. 22nd floor Houston, TX 77002. If you wish to pick up your documents, please contact me at the phone number below to arrange a mutually acceptable date and time. When picking up your documents, you will need to bring correct change or a check for the total amount referenced in the itemized list of charges minus the postage.

If you have any questions regarding this matter, please contact me at 832-393-6332.

Sincerely,

Kimmothy Jackson
Enclosure